

**CITY OF OVILLA MINUTES**  
**Monday, June 11, 2018**  
**City Council Briefing Session**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

---

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

---

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

ABSENT:        Dean Oberg                                  Council Member, Place 2

Mayor Dormier announced Council members that were present, noting the absence of PL2 Oberg, still constituting a quorum. City Manager John R. Dean, Jr., department directors, and staff were also present.

**CALL TO ORDER**

**CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.**

City Manager John Dean gave a brief review of each item on the agenda. Questions on Items 2 and 6 were clarified.

**ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:20 p.m.

ATTEST:

  
\_\_\_\_\_  
Pamela Woodall, City Secretary



  
\_\_\_\_\_  
Richard Dormier, Mayor

**Approved July 09, 2018**

***Monday, June 11, 2018***  
***Regular City Council Meeting***  
***105 S. Cockrell Hill Road, Ovilla, TX 75154***

ITEM 1. **DISCUSSION/ACTION** – Receive recommendation report from the Planning and Zoning Commission to consider and act on PZ18.04, a Site Plan Application submitted by Dr. Mark L. Stanfill, to expand the Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, authorizing the issuance of a building permit.

Staff presented the following information, adding that the site plan had been reviewed by the Fire Marshal and received approval. The Planning and Zoning Commission submitted a summary report, unanimously recommending approval.

NAME: ANIMAL HOSPITAL OF OVILLA  
 AUTHORIZED AGENT OF RECORD: Mark L. Stanfill  
 ARCHITECT: W. Carl Summers  
 APPLICATION DATE: May 04, 2018  
 LOCATION: 3357 Ovilla Road  
 UTILITIES: Ovilla water / Sewer  
 ZONING: Commercial  
 PROPOSED LAND USE: Commercial  
 MAJOR THOROUGHFARE: Highway 664 Ovilla Road

**APPLICANT'S PROPOSAL:** A request to expand his clinic to meet growing needs.

Mayor Pro Tem Griffin moved that Council approve the Site Plan Application submitted by Dr. Mark L. Stanfill, to expand the Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, authorizing the issuance of a building permit, seconded by PL1 Huber.

*No oppositions, no abstentions.*

**VOTE:** *The motion to approve carried unanimously: 4-0.*

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on the selection of an engineering firm to represent the City and direct the city manager to negotiate an agreement.

The Review Committee (Councilman Hunt, J. Dean, & B. Piland) interviewed all six firms that responded to the RFP.

- All firms were asked the same set of questions during the interview process.
- Dunaway and Eikon were asked to respond to additional questions.
- Both firms have recent experience (within 5 years) with pump stations, lift stations, and both elevated and ground water storage.

Following the compilation of the scoring summary, the Review Committee recommended the selection of Eikon to represent Ovilla as their engineering firm. Eikon representatives were present to answer Council questions.

The scoring summary.

	Dunaway	Eikon	Maier	Jones/Carter	Urban	Westra
Hunt	95	100	80	64	68	77
Dean	89	91	81	90	77	81
Piland	83	90	81	86	74	89
Total	267	281	242	240	219	247
Average	89	94	81	80	73	82

PL4 Hunt moved to approve the selection of Eikon Consulting Group, LLC to serve as the City Engineer and direct the city manager to negotiate an agreement, seconded by PL5 Myers.

*No oppositions, no abstentions.*

**VOTE:** *The motion to approve carried unanimously: 4-0.*



- ITEM 3. DISCUSSION/ACTION** – Consideration of and action on R2018-24, amending and adopting the Ovilla City Officials Code of Ethics Policy.

With the ever-increasing use of technology, it was determined important to place guidelines on the use of technical devices during Council meetings. A new Section J addresses communication during Council meetings.

PL4 Hunt moved to approve R2018-24, amending and adopting the Ovilla City Officials Code of Ethics Policy, seconded by PL5 Myers.

*No oppositions, no abstentions.*

**VOTE: The motion to approve carried unanimously: 4-0.**

- ITEM 4. DISCUSSION/ACTION** – Consideration of and action on R2018-25, amending and adopting the Rules of Governance, adding a section regarding computer use to the existing policy.

With the upcoming use of City issued computers by the City Council, it was determined wise to consider a policy on computer use, internet, and email; policy similar to the current City Policy. Staff shared the added verbiage regarding computer use during the May Council meeting. The consensus of the Council to was to return with a resolution to adopt.

PL5 Myers moved to approve R2018-25, amending and adopting the Rules of Governance, adding a section regarding computer use to the existing policy, seconded by PL1 Huber.

*No oppositions, no abstentions.*

**VOTE: The motion to approve carried unanimously: 4-0.**

- ITEM 5. DISCUSSION/ACTION** – Consideration of and action on approval of the design, purchase and installation of monument signs.

Pursuant to the Strategic Guide and the Strategic Plan, staff presented Council with the item to move forward the implementation of monument signs.

#### **BACKGROUND:**

During the Joint EDC and Park Board meeting, the consensus of both boards was to allow Park Chair Treadaway design a monument sign on paper and share with the Boards for comment and/or suggestion. Additionally, the consensus of both Boards was to place signs at Cockrell Hill Road (Heritage Park) and one on Westlawn at Cockrell Hill Road. Both boards recommended the design, purchase and installation of two monument signs. (One sign will be two-sided) The annual budgeted amount for two signs was \$30,000. The presented proposal was considerably less. Any project over \$10,000 would require approval by the governing body. PL5 Myers questioned why the city logo was not part of the presentation for the signs. City Manager Dean offered several reasons: logo was expected to change, and the signs would be more expensive, and too “busy-looking” in appearance.

PL4 Hunt moved that Council approve the design, purchase and installation of monument signs, seconded by PL1 Huber.

*No oppositions, no abstentions.*

**VOTE: The motion to approve carried unanimously: 4-0.**

- ITEM 6. DISCUSSION**– Review and discuss Vector Control Study.

Spartan Mosquito Company offered to provide the City of Ovilla their product for a Mosquito Eradication Study.

The Study will include 2 control products, roughly 12-inch by 2-inch tube, comprised of water, sugar, salt and yeast; placing 1 in the front of the property and 1 in the back of the property, preferably in a tree. The Neighborhood Services Department will continue to collect mosquitos in certain locations to determine effectiveness of the product. There is no cost for the initial product. If a resident wishes to continue using the product the cost is \$20 for 1 box of 2 applicators.

The consensus of the Council was to participate in the Study.

**DISCUSSION ONLY.**

**ITEM 7. DISCUSSION/ACTION** – Consideration of and action on the closure of certain bank accounts for the consolidation of municipal operations.

With the City moving to a more efficient fiscal system with the Fund Accounting Software, the City will be operating in a pooled cash system. This system accounts for all municipal funds through a single bank account where legally feasible. Ovilla's current system was reviewed by a municipal accounting firm and they recommend the closure of 14 of our bank accounts. The listed funds from these bank accounts will be consolidated into the main bank account and where necessary tracked through specific funds in the accounting system. Staff recommended the following:

The last four digits of the bank accounts to be closed and consolidated to the General Fund Operating Account are:

**PROSPERITY ACCOUNTS:**

Debt Fund: 0291  
General Fund Reserve: 0608  
Water Impact: 2322  
Fire Debt Auxiliary: 3909  
Water Money Market: 4323  
Water Credit Card: 7531  
GF Reserves Money Market: 7583  
GF Money Market: 7605  
Park Fund Money Market: 7613  
Capital Projects Money Market: 7648  
Water & Sewer Impact – Sewer: 8699  
Water & Sewer Fund Operating: 9445  
Police Special Fund: 9792  
Bryson Manor: 8662

**Investment Accounts to consolidate to one TexStar account:**

TexPool – Capital Project 1878  
TexStar – General Fund 1110  
TexStar – General Fund 1120  
TexStar – W&S Impact 3540  
TexStar – Capital Project 5340  
TexStar – W&S Fund 5350

PL4 Hunt moved to approve the closure of bank accounts designated for the consolidation of municipal operations as presented, seconded by Mayor Pro Tem Griffin.

*No oppositions, no abstentions.*

**VOTE: The motion to approve carried unanimously: 4-0.**

**ITEM 8. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

N/A. No Action.



**DEPARTMENT REPORTS**

- **Department Activity Reports / Discussion**
  - Police Department Chief B. Windham
    - Monthly Report – discussed vandalism in Heritage Park restrooms
  - Fire Department Chief B. Kennedy
    - Monthly Report
  - Public Works Director B. Piland
    - Monthly Report
      1. Monthly Park Maintenance Reports
      2. Street Maintenance Report – chip-seal pending on Highland Road.
  - Finance Department Accountant L. Harding
    - April 2018 Financials
    - Bank Balances through June 05, 2018
  - Administration
    - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
    - Monthly Municipal Court Report City Secretary P. Woodall
    - City Manager Reports CM, John R. Dean, Jr.
      1. Monthly Report – EDC Directors and Park Board are reviewing the Parks Master Plan and hope to have it ready for Council consideration in July.

**EXECUTIVE SESSION**

Mayor Dormier, Council, City Manager and City Secretary went into Executive Session on Item 1 at 7:38 p.m.

- Item 1. **Closed session pursuant to Section §551.072 of the Texas Government Code**  
**DISCUSSION/ACTION** – Consideration of and action on real property lease with AT&T.

Mayor Dormier, Council and the City Manager remained in Executive Session on Item 2.

- Item 2. **Closed session pursuant to Section §551.074 of the Texas Government Code**  
**DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Manager.

Mayor Dormier adjourned the Executive Session at 9:06 p.m., announcing that no action was taken in Executive Session. There was no action on the two Executive Session items in open meeting.

**REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF**

- |                  |      |
|------------------|------|
| 1. Mayor Dormier | None |
| 2. PL1 Huber     | None |
| 3. PL2 Oberg     | None |
| 4. PL3 Griffin   | None |
| 5. PL4 Hunt      | None |
| 6. PL5 Myers     | None |
| 7. City Manager  | None |

ADJOURNMENT

PL4 Hunt moved to adjourn the meeting of June 11, 2018, seconded by Mayor Pro Tem Griffin. There being no further business, Mayor Dormier adjourned the meeting at 9:07 p.m.

ATTEST:



Richard Dormier, Mayor



Pamela Woodall, City Secretary

*Approved July 09, 2018*



Attachments: PZ report  
Citizens Forum sheets



## City of OVILLA Planning & Zoning Commission Recommendation

An application was presented for a Site Plan Permit to be issued for additional space to existing building.

**ITEM 1. DISCUSSION/ACTION – PZ18.04** – Review and consider a Site Plan Application submitted by Dr. Mark L. Stanfill from Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, for the construction of additional space to building, and authorizing the issuance of building permit.

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:**

PL 1 Jungman ABSENT  
 PL2 Yordy AYE  
 PL3 Lynch AYE  
 PL4 Whittaker AYE

PL5 VACANT  
 PL6 Hart AYE  
 PL7 Zimmermann AYE

5 FOR

0 AGAINST

0 ABSTAIN

\*\*\*\*\*

C. Lynch  
 Presiding Officer of P&Z

6/4/18  
 Date

Dr. Mark L. Stanfill  
 Board Secretary

6.4.2018  
 Date



Mayor Richard Dormier  
Place One Council, Rachel Huber  
Place Two Council, Dean Oberg  
Place Three Council/ Mayor Pro Tem, David Griffin



Place Four Council, Doug Hunt  
Place Five Council, Michael Myers  
City Manager, John R. Dean, Jr.

## WELCOME TO THE CITY OF OVILLA CITIZENS FORUM

The Ovilla City Council and City Staff welcome you to a meeting of the Ovilla City Council.  
Ovilla Council Meetings are open to the public and residents are encouraged to attend.

It is the policy of the City of Ovilla to give all individuals and lawful organizations an opportunity to formally address the Mayor and Council regarding any posted Agenda item or items not on the agenda. Each participant will be permitted to speak for a maximum of three minutes. Regarding non-agenda items, please be advised that the Mayor and Council cannot respond but may direct inquiries to staff for current policy or for later review.

The form must be complete.

DATE: 6-11-2018 PHONE: 469-337-2503  
DO YOU RESIDE WITHIN THE CITY LIMITS OF OVILLA? ☒ YES ☐ NO  
NAME: Ovillo Malins  
ORGANIZATION / DEPARTMENT: \_\_\_\_\_  
ADDRESS: 224 LARIAT TR.  
CITY / ZIP: OVILLA TX 75154

Persons wishing to address the Mayor and Council concerning a posted agenda item must make a formal request by presenting a completed "Citizens Forum" form to the City Secretary at least 10 minutes prior to the beginning of the scheduled meeting. The form must be complete. At the discretion of the Mayor, those registered to speak may be called during the opening of the listed agenda item. Please check one of the three following options.

☐ I wish to address the Council during the Citizens Forum.

AGENDA ITEM(S) NUMBER: \_\_\_\_\_

☐ I wish to address the Council on this agenda item(s).

☐ I do not wish to address the Council, but would like to register the following opinion.

(Circle one) FOR AGAINST

Comments: \_\_\_\_\_

Would you be interested in serving on an appointed board or commission of the City of Ovilla?

☐ Yes ☐ No

The City Council convenes in regular session on the second Monday of each month at 6:00 P.M. unless otherwise noted.  
Special meetings may be called as deemed necessary to conduct business of the City.

"I authorize the city to release ALL information on this sheet to the public. (If no signature is provided, the City shall not release information that is protected under the Texas Public Information Act.) Signature Ovillo Malins"

Mayor Richard Dormier  
Place One Council, Rachel Huber  
Place Two Council, Dean Oberg  
Place Three Council/ Mayor Pro Tem, David Griffin



Place Four Council, Doug Hunt  
Place Five Council, Michael Myers  
City Manager, John R. Dean, Jr.

## WELCOME TO THE CITY OF OVILLA CITIZENS FORUM

The Ovilla City Council and City Staff welcome you to a meeting of the Ovilla City Council.  
Ovilla Council Meetings are open to the public and residents are encouraged to attend.

It is the policy of the City of Ovilla to give all individuals and lawful organizations an opportunity to formally address the Mayor and Council regarding any posted Agenda item or items not on the agenda. Each participant will be permitted to speak for a maximum of three minutes. Regarding non-agenda items, please be advised that the Mayor and Council cannot respond but may direct inquiries to staff for current policy or for later review.

*The form must be complete.*

DATE: 6-11-18 PHONE: 469-323-1407  
DO YOU RESIDE WITHIN THE CITY LIMITS OF OVILLA? ☒ YES ☐ NO  
NAME: Pamilee Kavel  
ORGANIZATION / DEPARTMENT: Pickards House  
ADDRESS: 121 Water St.  
CITY / ZIP: Ovilla

Persons wishing to address the Mayor and Council concerning a posted agenda item must make a formal request by presenting a completed "Citizens Forum" form to the City Secretary at least 10 minutes prior to the beginning of the scheduled meeting. *The form must be complete.* At the discretion of the Mayor, those registered to speak may be called during the opening of the listed agenda item. Please check one of the three following options.

☒ I wish to address the Council during the Citizens Forum.

AGENDA ITEM(S) NUMBER: \_\_\_\_\_

☐ I wish to address the Council on this agenda item(s).

☒ I do not wish to address the Council, but would like to register the following opinion.

(Circle one) FOR AGAINST

Comments: \_\_\_\_\_

Would you be interested in serving on an appointed board or commission of the City of Ovilla?

☐ Yes ☒ No

The City Council convenes in regular session on the second Monday of each month at 6:00 P.M. unless otherwise noted. Special meetings may be called as deemed necessary to conduct business of the City.

"I authorize the city to release ALL information on this sheet to the public. (If no signature is provided, the City shall not release information that is protected under the Texas Public Information Act.) Signature [Signature]"